

Headquarters
U.S. Army Armor Center and Fort Knox
Fort Knox, Kentucky 40121-5000
23 February 2001

*Fort Knox Pamphlet 25-1

Information Management

BULLETIN BOARDS

Summary. This pamphlet provides responsibilities and procedures for the composition and maintenance of bulletin boards at this headquarters. It prescribes the level of maintenance within each activity. This pamphlet also contains a list of items which are required to be posted on bulletin boards either by Army regulation, higher headquarters directive, or by local command guidance.

Applicability. This pamphlet applies to all major activities, staff offices/departments, and Partners in Excellence at this headquarters.

Suggested improvements. The proponent of this pamphlet is the Directorate of Information Management (DOIM). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, USAARMC and Fort Knox, ATTN: ATZK-IM, Fort Knox, Kentucky 40121-5000.

1. **Purpose.** This pamphlet prescribes responsibilities and procedures for the composition and maintenance of bulletin boards at this headquarters. This applies to bulletin boards for areas occupied by military and/or civilian personnel.

2. **Reference.** Related publications are listed in appendix A.

3. **Responsibilities.**

a. Commanders/supervisors will ensure their bulletin boards are inspected on a monthly basis to ascertain:

(1) That required information identified in appendix A is posted,

(2) That other information posted is applicable, and

(3) That all information posted is current and all extraneous and outdated material is removed.

b. Each activity will ensure the proponent of this pamphlet is notified of any changes in posting requirements within their areas of responsibility as they become known.

*This pamphlet supersedes USAARMC Pam 25-1, 3 October 1988.

c. All new requirements will be coordinated with the DOIM, ATTN: ATZK-IM, before publication; and directing authority for posting will be provided.

d. Bulletin board material published in the future will be annotated as applicable at the bottom of the first page as follows:

- (1) POST ON ALL BULLETIN BOARDS,
- (2) POST ON ALL MILITARY BULLETIN BOARDS, or
- (3) POST ON ALL CIVILIAN BULLETIN BOARDS.

4. Level of Maintenance for Bulletin Boards.

a. Units will maintain bulletin boards as follows:

(1) Bulletin boards for military personnel will be maintained down to company and detachment level. However, battalion commanders may authorize the use of a consolidated bulletin board in cases where more than one company or detachment is housed in the same building.

(2) Bulletin boards for civilian personnel will be maintained down to battalion level.

b. All other activities, staff offices, directorates, and departments will maintain at least one centralized bulletin board. Others may be maintained within the divisions, branches, sections, and shop areas as directed by the appropriate activity head/staff director.

5. Procedures.

a. The bulletin board will be located in a well-lighted area which is readily accessible to all members of the activity.

b. Separate bulletin boards or sections will be maintained for military and civilian personnel unless information is otherwise highlighted for the two categories of personnel.

c. Activities which employ civilians of the bargaining unit will provide the union a reasonable amount of space (no less than 25 percent) in the civilian section for posting official union information as provided for in the Labor Management Agreement (Article 14, Section 1).

d. A list of items for military and civilian personnel which must be posted on bulletin boards due to regulatory or command guidance is at appendix A.

e. All other items posted will be relevant to keeping the reader informed of policies and programs which establish the rights of military and civilian personnel, changes in procedures, or announcement of new programs/events. All items will be kept current.

f. To reduce bulletin board maintenance, units/activities will make use of announcements at formations, inclusion of subjects at command information briefings, and direct dissemination throughout the chain of command to eliminate the traditional "catch all" type bulletin board.

6. Composition of Bulletin Boards. Bulletin boards will be divided into three sections identified as "Permanent," "Current," and "Daily."

a. Permanent. Documents posted in this section are those which provide information, policies, and procedures that originate at the highest level of command and those that implement these policies at the local level. Normally, this section will display the documents that apply to all soldiers/civilians at this headquarters.

b. Current. Items posted in this section usually announce policies, programs, and instructions that change frequently. This section includes information that extends over a period of several months.

c. Daily. Information posted in this section is of short-term duration and will be limited to documents, papers, or orders that clearly announce a particular duty assignment at a specific time and date or announce an event involving the unit activity or members thereof in the immediate future.

FOR THE COMMANDER:



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APPENDIX A

ITEMS REQUIRED TO BE POSTED ON BULLETIN BOARDS FOR MILITARY AND CIVILIAN PERSONNEL

<u>PROPONENT</u>	<u>ITEM</u>	<u>DIRECTING AUTHORITY</u>	<u>MILITARY/CIVILIAN</u>	<u>SECTION PERMANENT/CURRENT/DAILY</u>
All levels of command	Duty Rosters	AR 220-45, para 4	X	X
EO	Installation CDR's Equal Opportunity Policy Memo	Required Therein	X	X
	Subordinate CDR's Equal Opportunity Policy Memo	Required Therein	X	X
	Installation CDR's Preven- tion of Sexual Harassment (POSH) Policy Memo	Required Therein	X	X
	Subordinate CDR's Preven- tion of Sexual Harassment (POSH) Policy Memo	Required Therein	X	X
	Installation CDR's EO Complaint Procedures Policy Memo	Required Therein	X	X
	Subordinate CDR's EO Complaint Procedures Policy Memo	Required Therein	X	X
	Equal Opportunity Complaint Procedures (FK Poster 600-20-1)	AR 600-20 para 6-8a	X	X
AG	Enlisted Evaluation Reporting System Rating Scheme	AR 623-205 para 1-5a(1)	X	X
	SGT/SSG Recommended Promotion Lists	AR 600-8-19, para 3-2a(3)	X	X
CSM	Reenlistment Contacts (FK Form 5037-R-E)	AR 601-280, para 2-2(10)	X	X
CPAC	Merit Promotion Vacancy Announcements	Fort Knox Reg 690-5, para 1-5b(5)	X	X
	What a Federal Employee Should Do When Injured at Work (Form CA-10)	AR 690-800, Chapter 810, para 1-3c	X	X
ABSO	Commander's Safety Policy Memorandum	AR 385-10 para 2-2m	X X	X

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<u>PROPONENT</u>	<u>ITEM</u>	<u>DIRECTING AUTHORITY</u>	<u>MILITARY/CIVILIAN</u>		<u>SECTION PERMANENT/CURRENT/DAILY</u>
	DOD Occupational Safety and Health Protection Program Poster (DD Form 2272)	AR 385-10 para 2-2d	X	X	X
	Fatality Memorandums (post for a period of 30 days from date of issue)	Required Therein	X		X
	Drinking and Driving Memorandums (post for a period of 30 days from date of issue)	Required Therein	X		X
	Inventory of all Hazardous Chemicals/Materials and Location of MSDSs	AR 385-10, para 2-4a	X	X	X
SJA	Copy of Articles 15 on Soldiers for a period of 7 days at discretion of unit commander (posted only on bulletin board of the individual's unit of assignment). Special consideration should be given in deciding whether to post Articles 15 on soldiers in the grade of E5 or above per AR 27-10, para 3-22.	AR 27-10, para 3-22	X		X
	Code of Ethics for Gov't Employees	DoDD 5500.7-R para 12-300		X	X
IG	Rights of Military Personnel to Present Complaints (FK Poster 20-1-1)	AR 20-1, para 6-3	X		X
	Rights of Civilian Personnel to Present Complaints (FK Poster 20-1-2)	AR 20-1, para 6-3		X	X
PMO	Control of Nongovernment Owned Weapons	AR 190-11	X	X	X
	Off-Limits Establishments	AR 190-24, Para 2-2a(6)	X		X
Chaplain	Chapel Schedule	VOCDR	X		X
DBOS	Fort Knox Ammunition Program Poster (FK Poster 700-22-1)	Memo, ATZK-DI-S-PC, 20 Jun 88, subj: Ammunition Amnesty Program and FK Reg 700-1, 27 Mar 00, para 15-17d(5)	X	X	X

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	Safety Footwear Poster	Union/Mgt Agreement	X	X	X
DRM	Suggestion Material (ATZK-RM Poster 672-20-1 and DA Forms 1045)	AR 672-20	X	X	X
EEO	Equal Employment Oppor- tunity Policy Memo	AR 690-12, Chap 1, para 1-7b		X	X
	Prevention of Harassment Policy Memo	AR 690-12		X	X
	Equal Employment Oppor- tunity Counselors (ATZK-EE Poster 690-600-1)	AR 690-600, para 1-4e(7)		X	X
G3/DPTM	Security Manager (FK Poster 380-5-1)	AR 380-5	X	X	X